

# **State of Alaska FY2003 Governor's Operating Budget**

## **Department of Transportation/Public Facilities Central Region Support Services Component Budget Summary**

## **Component: Central Region Support Services**

**Contact: John Tolley, Chief, Planning and Administrative Services**

**Tel:** (907) 269-0520 **Fax:** (907) 269-0521 **E-mail:** John\_Tolley@dot.state.ak.us

### **Component Mission**

The mission of the Central Region Support Services component is to provide leadership and accountability of all Central Region activities, and to support regional operations with quality procurement and budgetary services.

### **Component Services Provided**

- Central Region Support Services provides administrative leadership, procurement, and budgetary support to all operating divisions in Central Region including Maintenance & Operations, Design and Engineering Services, Construction and CIP Support, and Planning. Additional support is provided to Headquarters units located in Anchorage that include Statewide Aviation, Statewide State Equipment Fleet, Measurement Standards and Commercial Vehicle Enforcement, Equal Employment and Civil Rights, as well as the International Airport System Office and Ted Stevens Anchorage International Airport components. Other offices receiving support are Internal Review, Engineering and Operation's Materials Section, and Information Systems.
- Directs all functions of the organization; provides focal point for coordination between divisions, with outside agencies, and general public.
- Provides technical support for operating budget preparation and management for 18 Central Region and Headquarters Units. Prepares component operating budget.
- Procures equipment, commodities, rentals, leases and service agreements to meet the needs and requirements of operational components. Deliver goods received and maintain inventory of state property.

### **Component Goals and Strategies**

Provide overall leadership, administration, and accountability for Central Region.

Act as focal point for the general public, local government, other agencies, the Legislature and Commissioner's

- Office concerning regional operations and policy.

Support the functions of Maintenance and Operations, Design and Engineering Services, Planning, Construction and CIP Support, Measurement Standards and Commercial Vehicle Enforcement, Equal Employment and Civil Rights, Statewide Aviation, Statewide State Equipment Fleet, and the Ted Stevens Anchorage International Airport.

Provide accurate fiscal analysis and reporting of budget expenditures and revenue utilizing the Alaska Budget

- System.
- Procure and deliver requested supplies, equipment, and other services promptly and in accordance with state purchasing laws and regulations.

### **Key Component Issues for FY2002 – 2003**

Continue to streamline the procurement process so that goods and services continue to be provided efficiently and according to all state, federal and local guidelines despite reduced funding.

Find ways to improve information gathering and dissemination process to enhance efficiency.

- Ongoing implementation of the department's Buyspeed purchasing program continues to inhibit the desired level of productivity. When all problems are resolved however, it will ultimately enhance procurement efficiency.
- During this period of increased federal programs and no comparable growth in support functions, the use of technology to enhance efficiency should be studied. Systems that rely on information can benefit from technological solutions.

### **Major Component Accomplishments in 2001**

- Installed, activated and conducted in-house training for the Department's new Buyspeed Purchasing Program. The program is designed to streamline the procurement process by establishing and automating a procurement database, expanding reporting capabilities and enhancing management oversight.
- Implementation of the Alaska Budget System and Buyspeed has led to efficiencies in the reporting and dissemination of budget and procurement information.
- Implemented the Quality Financial Management Initiative Plan – Phase II to come into compliance with the guidelines set out on OMB Circular A-87.
- Provided training on Reimbursable Services Agreements (RSA) and continued to enforce RSA guidelines required by Office of Management and Budget.

### **Statutory and Regulatory Authority**

- AS 02 Aeronautics
- AS 36 Public Contracts
- AS 37 Public Finance
- AS 44 State Government
- AAC17 Department of Transportation and Public Facilities
-

## Central Region Support Services

## Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	711.7	745.7	768.0
72000 Travel	9.3	3.1	3.1
73000 Contractual	55.5	51.8	51.8
74000 Supplies	38.1	21.1	21.1
75000 Equipment	1.3	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>815.9</b>	<b>821.7</b>	<b>844.0</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	651.0	700.6	719.4
1007 Inter-Agency Receipts	52.0	0.0	0.0
1026 Highway Working Capital Fund	36.3	35.2	36.2
1027 International Airport Revenue Fund	61.7	60.9	62.7
1061 Capital Improvement Project Receipts	14.9	25.0	25.7
<b>Funding Totals</b>	<b>815.9</b>	<b>821.7</b>	<b>844.0</b>

## Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
<b>Unrestricted Revenues</b>						
None.		0.0	0.0	0.0	0.0	0.0
<b>Unrestricted Total</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>						
Interagency Receipts	51015	52.0	0.0	0.0	0.0	0.0
Capital Improvement Project Receipts	51200	14.9	25.0	25.0	25.7	25.7
<b>Restricted Total</b>		<b>66.9</b>	<b>25.0</b>	<b>25.0</b>	<b>25.7</b>	<b>25.7</b>
<b>Total Estimated Revenues</b>		<b>66.9</b>	<b>25.0</b>	<b>25.0</b>	<b>25.7</b>	<b>25.7</b>

**Central Region Support Services****Proposed Changes in Levels of Service for FY2003**

Service Changes are not anticipated for FY2003.

**Summary of Component Budget Changes****From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2002 Authorized</b>	<b>700.6</b>	<b>0.0</b>	<b>121.1</b>	<b>821.7</b>
<b>Adjustments which will continue current level of service:</b>				
-Year 3 Labor Costs - Net Change from FY2002	18.8	0.0	3.5	22.3
<b>FY2003 Governor</b>	<b>719.4</b>	<b>0.0</b>	<b>124.6</b>	<b>844.0</b>

## Central Region Support Services

## Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	13	13	Annual Salaries	557,219
Part-time	2	2	COLA	15,256
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	217,734
			<i>Less 2.81% Vacancy Factor</i>	(22,209)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>15</b>	<b>15</b>	<b>Total Personal Services</b>	<b>768,000</b>

## Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Tech II	1	0	0	0	1
Administrative Clerk II	3	0	0	0	3
Administrative Clerk III	1	0	0	0	1
Asst Commissioner	1	0	0	0	1
Procurement Spec I	1	0	0	0	1
Procurement Spec II	1	0	0	0	1
Procurement Spec IV	1	0	0	0	1
Program Budget AnalystIII	1	0	0	0	1
Secretary	1	0	0	0	1
Stock & Parts Svcs Sub Journey	2	0	0	0	2
Supply Technician II	2	0	0	0	2
<b>Totals</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>